

**CONFIDENTIAL**

Approved For Release 2001/11/01 : CIA-RDP78-04370A000100020026-8

Attachment to  
LN 25-100-1  
TRAINING  
15 April 1955

**LOGISTICS SUPERVISORY TRAINING PROGRAM**

**May 1955**

IDENTICAL PROGRAMS WILL BE HELD TWICE WEEKLY, WEDNESDAYS AND FRIDAYS  
FROM 1030-1130 IN ROOM 107-A, R&S BUILDING.

25X1A9A

4 and 6 May : PERSONNEL RESPONSIBILITIES OF THE SUPERVISOR - Mr. [REDACTED]  
25X1A9A [REDACTED] Chief, Personnel and Training Branch, and Mr.  
25X1A9A [REDACTED], Office of Logistics Training Officer.  
(This session will outline the responsibilities of the  
line supervisor as they relate to the functions of the  
Logistics Personnel Office and the Central Personnel  
Office. General principles of good supervision will  
also be discussed).

11 and 13 May : EMPLOYEE GRIEVANCES - HOW TO AVOID THEM AND HOW TO HANDLE  
25X1A9A THEM WHEN THEY ARISE - Mr. [REDACTED] Employee Services  
Division, Office of Personnel. (This session will be  
devoted to a discussion of various types of employee  
grievances, how they arise, and steps which may be taken  
to prevent them).

25X1A9A

18 and 20 May : COUNSELING AND OTHER EMPLOYEE SERVICES - Mr. [REDACTED]  
Employee Services Division, Office of Personnel. (In  
addition to a discussion of counseling and other services  
offered by the Office of Personnel, suggestions on how  
supervisors can apply counseling techniques in working  
relationships with their employees will be described).

25X1A9A

25 and 27 May : CAREER MANAGEMENT IN LOGISTICS - Mr. [REDACTED], Career  
Management Officer, Office of Logistics. (The relation-  
ships between career planning and the operations of the  
Office of Logistics will be thoroughly outlined and  
discussed, including rotation and reassignment policy,  
system of selection of personnel, and individual career  
development plans).

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